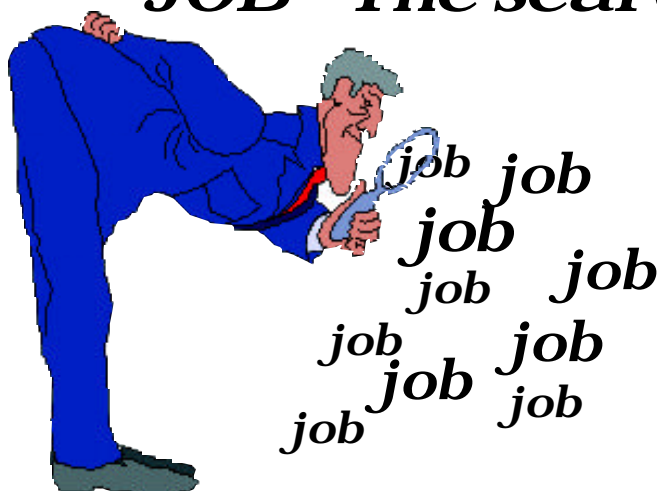


# JOB - The search begins.



So now you've taken the time to assess yourself, you've explored, researched, job shadowed, volunteered, educated, trained, and graduated. Now what do you do? Get a job?

Well, actually you'll need to get "another" job since the job you have already is to "find a job". This job of finding a job is a temporary one but one that could take up all of your time for a little while. You can spend as much as 40 to 45 hours a week on it if you are not currently working, 20 hours a week if you are already working.

This is where you market yourself, your skills, and your knowledge to land the job you really want.

To get you started, some of the things you'll want to do include updating your resume, writing a cover letter, and practicing your interview skills. Check this pull-out for some helpful hints on those topics.

## Résumé -

The résumé is often the first contact a potential employer has with a job seeker. To be useful, it must make a good impression immediately. The current practice of corporate personnel is to give each résumé a quick glance (10-20 seconds), discard those that appear disorganized or too wordy, and file the rest. On the average, only one or two out of 100 résumés mailed will result in an interview. However, employers still ask for résumés, and a good résumé continues to provide a competitive edge in the majority of professional, administrative, and managerial occupations.

### What Does A Résumé Accomplish?

A résumé tells the prospective employer what you have accomplished in the past and what you can do for their company now. The résumé's primary function is to sell your talents and skills to an employer--clearly, forcefully, and quickly. In a sense, you are selling yourself and your résumé is your advertisement. It serves as your advance contact to spark an employer's interest and to generate an interview.

### When Is A Résumé Used?

**Mass mailing campaigns**--Résumés frequently have been used by job seekers to contact each and every potential employer in an industry or selected area. You may not know if the company has a job opening, but you want them to know that you are available and that your experience and talents can be an asset to their firm. Mass mailings of this kind can be very expensive and the odds of promoting an opening are slim. You can improve your chances of getting interviews by composing specific résumés for different companies. One

suggestion is to sort your targeted companies into groups with similar characteristics, and write a résumé highlighting your appropriate strengths for each group.

**Responding to a want ad**--The most effective résumés are tailored for a particular employer. If the job requirements listed are vague or unclear, call the employer for more information. Try to get a clear picture of the job duties, education, and experience requirements. It's a good idea to list your questions in advance. Find out at the outset to whom you are speaking. Also try to find out the name and title of the individual who will review your résumé. If you are speaking to someone in authority and the call is going well, try to schedule an interview. Remember to thank your information giver.

**Interviewing**--The résumé operates as a script for both you and the employer. When you compose your résumé, keep in mind that it gives you the chance to choose those topics you wish to discuss during the interview. Be prepared to expand on all the accomplishments you listed. A rehearsal with friends and honest critics will help.

### What To Include On Your Résumé

Be prepared to spend some time and effort in writing an effective résumé. You will need two types of information:

- **About Yourself**--You need a clear picture of your job talents, work history, education, and career goals. You might want to refer to O\*Net, at [www.onetcenter.org](http://www.onetcenter.org), an on-line dictionary of occupations that has information on knowledges, skills, and abilities for hundreds of jobs.

## What?

## Where?

## When?

- **About the Job**--Gather as much specific information as possible about the position for which you are applying. Your résumé should show that your skills, education, achievements, work experience, and past job achievements are related to the position requirements. O\*Net may prove helpful here as well.

### Need More Info?

There are many sources of information on how to write the best résumé.

- **Books**--There are as many variations in résumé styles and formats as there are books on the market. Most books describe these variations in great detail and provide numerous examples.

Some are specific to particular industries or to specific groups of job seekers. Check your local library, bookstore, or the resource center at your local NHES office for them.

- **Computer programs**--There are several software programs that can inventory personal attributes and job history, and can format a résumé in the style of your choice. Check software listings at bookstores and computer stores.
- **Workshops**--Many are run by public and non-profit agencies, including NHES Resource Centers, to help with résumé writing.

Source: Connecticut Department of Labor, LMI for Students

## "Career" Defined....

The term "career" means different things to different people. For many, it is the field in which they've worked and includes all the jobs they have held (or want to hold) throughout their life.

For example, someone interested in running their own computer business may begin working as a part-time cashier while still in high school. That same person might also intern with computer companies during summers. Once he/she graduates from college, he/she may take a job in a human resources department at a large company to gain actual work experience managing people. Eventually, she/he might work in the computer field in various jobs (technician, programmer, consultant) gaining more experience and saving money needed to launch the business.

In other words, a career can be the compilation of all jobs that relate to a person's professional goals.

"Career" can also include non-work related activities and interests. For example, a person who has worked as a locksmith for 10 years may also have a passion for music and play bass guitar every weekend in a local band. He makes his money as a locksmith and playing guitar is a hobby. But, if you asked, he would call himself a musician.

Although people define "career" differently, the word is usually used as a way to define oneself or one's work.

How will you define yourself or your work?

Source: Directions publication, Indiana Career and Postsecondary Advancement Center